FTP WARRANT FILE (ACC-P036)
Sacramento City Unified School District

1.0 SCOPE:

1.1 This procedure discusses the process that is used to electronically transmit a warrant file for Sacramento City Unified School District.

2.0 RESPONSIBILITY:

2.1 Fiscal Services Technician I

3.0 APPROVAL AUTHORITY:

Approved signature on file

3.1 Accounting Services Supervisor

4.0 DEFINITIONS:

4.1 Warrant Number: Number given to every check run

4.2 Warrant Register: Detailed list of all checks and amounts of check run

4.3 ISET: Information Services Department

4.4 FTP: File Transfer Program

4.5 Transmittal Sheet: Form created to keep track of volume and amounts

5.0 PROCEDURE:

5.1 Create Warrant Register, refer to ACC-W034 for details.

5.2 Send email to ISET and ask for FTP to be sent to the County Office.

5.3 Create Transmittal Sheet, refer to ACC-W034 for details.

5.4 Send email with Transmittal Sheet attachment to County Office, refer to ACC-W034 for details.

6.0 ASSOCIATED DOCUMENTS:

6.1 Warrant Register

6.2 Transmittal Sheet

6.3 Work Instruction ACC-W034

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Disposition	Protection
FTP Warrants	File cabinet in office	Three years	Discard as desired	Access limited to staff

8.0 REVISION HISTORY:

Date:	Rev.	Description of Revision:
12/14/04	A	Initial release
3/31/08	B	Deleted responsibility, updated associated documents

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